

**FINANCE COMMITTEE****Town of Grafton**

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Approved minutes on 9/28/2016

Finance Committee
Public Meeting/Public Hearing
Conference Room F
Wednesday, September 14, 2016
7:00 P.M.
Minutes

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Public Meeting of the Finance Committee

The Public Meeting of the Finance Committee was called to order by Chairman Ed Prisby at 7:00 P.M.

Finance Committee

Present: Ed Prisby, Skip Currier(7:34 P.M.), Don Davison, Jennifer Dorazio(8:16 P.M.), Taryn Gates, Joel Schwendemann, Barry Smith.

Absent: Sue Robbins, Heather McCue,

Others present: Anita Patel, Town Accountant, Doug Willardson, Assistant Town Administrator, Brook Padgett, Board of Selectmen.

Welcome Town Accountant Anita Patel

Assistant Town Administrator Doug Willardson introduced the Town Accountant Anita Patel to the Finance Committee and complimented her on her job performance to date.

Town Accountant review and Fiscal update:

- **FY16 Status**

The Town Accountant's Office is in the process of closing out FY16 and hopes that the task will be completed by this Friday, September 16, 2016.

- **Free Cash**

Free Cash is estimated at \$2.4 million

The State may not certify Free Cash until November 2016 due to shortage of its Staff

Exception: Unless a municipality absolutely needs the funds for October Town Meeting.

Ed Prisby stated that 3 months is the best practice to close out the previous fiscal year and get Free Cash Certified- as hard as possible and as soon as possible.

- **FY16 appropriation balances**

A Pdf of the file has been sent to all members for review

- **Grafton Cherry Sheet- Revenue**

Ed Prisby requested a trend analysis from 2011 to current

Local municipalities vs. state.

The current revenue of 2.4% is not cutting it for local municipalities as it used to average 7%.

- **Expenditures**

An analysis is requested under the school Choice line to include the number of students and the tuitions trend from 2011 to current

- **Local Receipts**

These figures are about where expected for FY17 to date

- **State Assessment figures**

Regional transit- estimate

Charter Schools - estimate

- **Electricity Aggregation**

The Town has signed off and next month will be receiving rates.

National Grid vs. Paradigm

Citizens are in the program unless they choose to drop out.

- **FY17 budget to date**

Changes

IT Department

salaries line to expenses line adjustment needed

- **Budget process for FY18**

Talking to Administration and then to Department Heads

Considerations:

Long term financial trends

State aid

Real estate

Maintain service levels over the course of the next 5 years

- **OPEB liability**

GASB does not require a plan to date

An article to begin funding OPEB will be on the October 2016 Town Warrant

The funding source will be from the General stabilization fund to create a new OPEB Stabilization Fund

OPEB basically consists of funds that are needed to cover health insurance costs for retirees

- **Override**

The Override will last the 5 years.

4% for schools will sustain the schools or it will be necessary to find some other revenue Source.

The School level does not have a big fluctuation at this time.

- **Reports from the Town Accountant's Office**

Finance Committee requested that All fiscal reports should be received on a monthly basis.

Fire apparatus Fleet review and assessment

This just received document was handed out by Doug Willardson

Brief Discussion topics: False alarm call and charges- Insurance fees

Joel Schwendemann read the report- questions on what to do going forward – fairly firm recommendations were presented in the assessment.

Whenever we can have this discussion- discussion needs to address immediate and longer term improvements.

The consultants who prepared this report will hopefully be coming in on October 13, 2016 to present.

Ed Prisby stated that this type of report is great and much needed for Police and DPW.

This type of document provides the data needed to make recommendations by providing back up for decisions.

Cost for this Set of information assessment is less than \$18,000 per Doug Willardson.

- **Honeywell**

This project has not been commissioned.

An outside consultant has come in and sited 48 items that need to be addressed before the Contract begins between Honeywell and Grafton.

The contract will begin very soon.

Basically the debt service will be less.

Finance Committee Minutes for approval

June 15, 2016

Motion Don Davison moved that the Finance Committee approve the Minutes of June 15, 2016 as presented.

Seconded: Joel Schwendemann. All in favor. Motion carries.

July 28, 2016

Motion: Don Davison moved that the Finance Committee approve the Minutes of July 28, 2016 as presented

Seconded: Barry Smith. All in favor. Motion carries.

August 08, 2016

Motion: Barry Smith moved that the Finance Committee approve the Minutes of August 08, 2016 as presented.

Seconded: Don Davison. All in favor. Motion carries.

Bill for attendance at the Annual Meeting of the Association of Town Finance Committees

Ed Prisby suggested that this item is tabled until the September 28, 2016 meeting date of the Finance Committee since Jennifer Dorazio is not present at this meeting at this time.

Review the upcoming schedule of meeting dates

The public hearing dates were reviewed and the Legal for these dates have been submitted to The Grafton News.

The Joint meeting with the Finance Committee and the Board of Selectmen will be October 13, 2106.

Ed Prisby will confirm the meeting date, time and location with the Town Moderator Ray Mead

Ed reviewed the Finance Committee handbook and determined the following:

That the purpose of the Finance Committee is to advise the Town and provide an independent analysis of individual projects

He sited recent past issues:

Fire Equipment

Super Park.

Discussion

There have always been conflicts about the budget relative to sources of funding

Finance Committee has always been considered an advisory committee

It is necessary to understand the big picture in order to make the proper judgement on the budget and on other issues.

It is important to work through the questions with the Board of Selectmen to keep a long term financial healthy Town and community.

Review of the draft warrant of the October 17, 2016 Town Meeting

Invite the property owners in from Stowe Road since the draft article states that the Town considers the purchase of the property.

Invite the Assistant Town Engineer in to discuss the Status of the Road improvement progress from the Road stabilization funds.

Invite a representative in from the Center Mass Mosquito Control to discuss the prevention plan stemming from this article.

OPEB An annual meeting of the Town Finance Committees Association topic

Planning Board articles and Planning Board's schedule of public hearings prior to Town Meeting- timing.

State of the Town Message

Finance Committee is not legally required to present a State of the Town message.

Finance Committee is legally required to present a balanced budget.

Discussion topics

It is professionally appropriate to present a copy of the State of the Town Message to the powers that be.

The State of the Town Message is usually a 2 to 3 page document siting things down the road and budget percentage increases leading up to a balance budget presented at Town Meeting.

Ed Prisby suggested that the State of the Town Message is posted on the Town's website ahead of time.

Attendance at the Annual Meeting of Association of Town Finance Committees

Finance Committee member Jennifer Dorazio is present to confirm her attendance at this meeting.

Finance Committee has decided to act on this bill at this public meeting.

The following Finance Committee members will be attending the all day meeting on Saturday, October 15, 2016:

Ed Prisby, Sue Robbins, Jennifer Dorzio, Taryn Gates, Barry Smith

Motion: Ed Prisby moved that the Finance Committee approve payment of the bill for 5 members to attend the Annual Meeting of the Association of Town Finance Committees in the amount of \$245.00

Seconded: Joel Schwendemann. All in favor. Motion carries. .

Budget topics for a near future meeting

Finance Committee FY18 budget

Extra funds to attend additional Association meetings

Proceeding with the Visual Budget Proposal that was presented by Dave Robbins in January 2016.

Revenue stream is fixed so where do the funds come from for additional projects outside the budget?

Should there be a capital stabilization fund?

Capital Improvement Planning Committee (CIPC)

Joel Schwendemann volunteered to represent Finance Committee on CIPC,

School Budget Subcommittee

2 members have been representing Finance Committee

Barry Smith would like to sit on this committee.

Jenn would like to continue to sit on this committee

Barry Smith

- Bernat is currently using the South Grafton Library Satellite as an office setting.
- The church rummage sale has been relocated to a church on the Common.
- DPW guest speaker attended their last meeting to present a list of questions.

Workshop dates

Barry Smith suggested a workshop for Finance Committee that will not be taped in order to discuss how Finance Committee operates and to discuss their approach for the upcoming budget process, etc.

Ed Prisby suggested that this type of meeting would be best to follow the October 15, 2016 Annual Finance Committee date so that we can best utilize the time and gathered information for a November or December meeting date.

Charter By Law review Committee

Angela Davison is present and brought forward the following topics:

Cannot find the dates listed anywhere for the Charter review meetings.

The Town Administrator should not to be a voting member on any committee

Capital expenses and October town meeting

Representative town government for town meeting

Skip Currier stated that an elected charter commission must be in place in order to present a

Representative Town Government for Town Meeting forum to the Town.

Adjournment

Motion Skip Currier moved that the Finance Committee close its public meeting.

Seconded: Don Davison. All in favor. Motion carries

The public meeting of the Finance Committee adjourned at 9:03 P.M.

Respectfully submitted,

Susan M. Fiacco